



## **Life Skills Coach**

(The Government of Canada is partially funding this job through the Canada Summer Jobs program).

**Transitions** is a not-for-profit organization in St. Albert that has been *Building New Tomorrows* since 1978. Our mission is to provide services to people with developmental disabilities, enabling them to enjoy independence and a quality of life they choose by building on individual strengths and abilities.

We are seeking a Life Skills Coach who will facilitate group workshops, and individual coaching sessions for people receiving services in our Adult Services Program.

The sessions will foster a person's "leader within" by supporting them to positively embrace their life after the COVID-19 pandemic. I.e., developing self-advocacy skills; building self-confidence; building meaningful relationships; reconnecting with friends, family and their community; seeking employment opportunities; getting active; and exploring new ways they can contribute to their community — essentially, supporting people with getting their life back on track and reclaiming all they have lost during the pandemic.

This is a 15 week, temporary position from September 13, 2021 – December 22, 2021. Days of work are typically Monday - Friday with 20 hours per week. Flexibility will be required to adjust hours for evenings and weekend work when required.

### **PRIMARY RESPONSIBILITIES**

- 1. Coordinate Learning Sessions on a variety of life skills, e.g., relationships, personal safety, community connections, employment and job-seeking skills, healthy lifestyles, etc.**
  - Assist the Coordinator of Quality Assurance and Program Support to identify relevant topics for the Learning Sessions.
  - Identify, secure and coordinate guest speakers to lead and facilitate group presentations.

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- Design a training schedule with the Coordinator of Quality Assurance and Program Support that outlines the sessions and opportunities to be offered.
  - Promote and oversee the session registration process.
- 2. Provide one-on-one coaching opportunities to support people with an individual goal of their choice**
- Meet with people supported to identify a goal based on areas of individual interest and need.
  - Offer one-on-one coaching opportunities to support a person's journey towards accomplishing their goal.
  - Identify resources, supports, and opportunities in the community and support the person to connect to them.
- 3. Other Responsibilities**
- Seek clarification and direction as needed.
  - Monitor costs and submit receipts on a weekly basis to the Director, Children and Adult Services.
  - Provide evaluation forms to participants to collect feedback and compile a summary of findings.
  - Submit a wrap-up evaluation to Coordinator of Quality Assurance and Program Support, which includes recommendations for future learning sessions.

## **QUALIFICATIONS**

- Currently enrolled in post secondary education.
- Be between the ages of 18-30 years old.
- Must be personable, engaging and act with integrity.
- Well organized and excellent communication skills.
- The ability to set priorities and deliver results within deadlines.
- Proficient in Microsoft Office programs.
- Current and Clear Criminal Record Check.
- Reliable Vehicle.

**COMPENSATION:** \$19.09/per hour

Qualified candidates are encouraged to apply to: [apply@transitions-ab.org](mailto:apply@transitions-ab.org)

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.

Closing Date: August 27<sup>th</sup> or when a successful applicant is hired.